



FOUO

Title of the Briefing (Arial, 32-point)

Subtitle of Briefing (Arial, 24-point)

NOTE: Update the action officer contact information and the "As of:" date of the briefing.



Title (Arial, 32-point)

SUBTITLE (Arial, 28-point)

- **MAIN BULLETS (Arial, 24-point)**

- SUB-BULLETS (Arial, 18-point)**

- Use bold, black font for titles, subtitles, and bullets

- Any sub-sub-bullets should be no smaller than Arial, 16-point

- The USAREUR logo is in the upper-left corner

- Update the footer in the “*Slide Master*” with all of the following:

- The action officer contact information on the middle-right (for example, Mr. Smith, RDD, ODCS, G3/5/7, Mil: 537-1234, joe.smith.civ@mail.mil) in Arial, 9-point, italic

- The “As of: date” with the applicable date (for example, 2 Apr 16) in Arial, 9-point, bold

- The slide page-number is included automatically in the footer starting on slide 2

- After updating the slide-master information and closing the slide-master view, copy slide 2 and paste to create new, blank formatted-slides



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